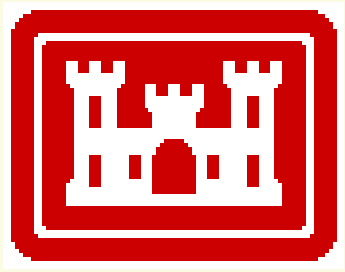


US Army Corps
of Engineers
South Pacific Division

Planning Quality Management

Quality Management Roles and Responsibilities

- **Normal Products**
  - District - Technical Quality Control
  - Division - Technical Quality Assurance
- **Contracted Products**
  - Contractor - Technical Quality Control
  - District - Technical Quality Assurance
  - Division - Quality Assurance Oversight

Quality Management Roles and Responsibilities

- **Policy Compliance**
  - HQUSACE - Quality Control
  - ASA(CW) - Quality Assurance
- **Delegated Authorities:**
  - District - Technical Quality Control
  - Division - Technical Quality Assurance
    - Policy Quality Control
  - HQUSACE - Policy Quality Assurance

Technical Review Strategy Session

- Basis for the Quality Control Plan
- Held early in the product development phase
- Should be combined with other initial formulation/scoping meetings
- May be waived by the Planning Chief

Quality Control Plan

- Certified by Planning Chief
- For feasibility studies, the QC plan is integrated into the Project Study Plan
- A generic QC plan can be used for CAP and reconnaissance studies

Independent Technical Review Team

- Review Team Members normally from a District
- Review Team mirrors the expertise of the study team
- Review Team Leader normally senior plan formulation expert
- Review Teams have included consultants, ERDIC and IWR
- Technical Manager for a contract normally not considered independent
- Supervisor of a team member normally not considered independent
- Division program managers normally not on the review team
- Review by other districts preferred

Seamless Single Discipline Review

- Review of sub-products before use by study team
- Review recorded by memorandum
- Unresolved issues will be raised to the function chief by the review team leader

Product Review

- Interdisciplinary review by the review team
- Review and study teams meet to resolve issues
- Technical issues may be raised to SPD
- District function chief will decide on technical issues
- Policy issues will be forwarded to SPD
- Issue resolution conferences may be called by District or SPD

Independent Technical Review

Review will normally not be revisited (unless changes are made in final documentation or the results are causing the plan formulation process to produce unreasonable or inconsistent results)

Reconnaissance Quality Control

- Generic quality control/study plan
- Peer consultation (rather than review)
- Normal supervisory review
- Independent review by a single planning expert
- Certification of the Section 905(b) Analysis and the Project Study Plan by the Chief of Planning
- Project Study Plan includes the Quality Control Plan for the Feasibility Study

Expedited Reconnaissance Phase Approvals

- Section 905(b) Analysis is approved at HQUSACE
- Approval of the PSP which includes the QC plan has been delegated to the District Project Review Board

Feasibility Phase

- The information from the feasibility phase must be adequate to base a financial decision and meet NEPA requirements
- The level of detail is negotiable
- Quality is defined as conformance to the properly developed and agreed upon requirements, established in the Project Study Plan

Feasibility Milestone Conferences

- Chaired by the District Planning Chief
- Interim study results presented by the Study Team
- Results of Independent Technical Review presented by Review Team Leader
- Includes Local Sponsor Participation
- Definition of issues for policy resolution
- Consensus on planning decisions to establish direction for next milestone
- SPD Participates for Quality Assurance
- Conference Memorandum signed by District Planning Chief

Feasibility Phase Products

- **F3 Milestone Conference Documentation**
- **F4 Milestone Conference Documentation**
- **AFB Documentation** - Planning Chief Certification
- **Draft Feasibility Report -** Planning Chief Certification & Legal Certification
- **Final Feasibility Report -** District Commander Certification & Legal Certification

Checklists and Areas of Emphasis

- EC 1165-2-203, Appendix B - Policy Compliance Review Considerations
- Internal Control Review Checklist (ER-1105-2-100)
- Consistency with the Principles and Guidelines
- Cost Apportionment when a locally preferred plan is proposed
- Review prior Conference Memos

Structure of Comments

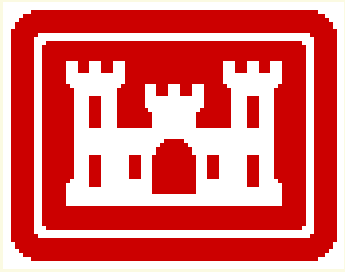
(From CECW-A)

- A clear statement of the concern (information deficiency or incorrect application of policy or procedures)
- Basis of the concern (law, policy, guidance)
- Significance of the concern
- Specific actions needed to resolve the concern

Structure of Documentation

- ✔ The Review Team Comment
- ✔ The Study Team Response
- ✔ Discussion
- ✔ Action Required
- ✔ Action Taken
- ✔ Lesson Learned (optional)

– Editorial comments may be handled separately as a group
– Discussion may lead to the revision of the comments as a method of resolution



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End